

**CHIEF OF FIRE PREVENTION  
STUDY GUIDE**

A written examination for the class of **CHIEF OF FIRE PREVENTION** to be administered in **OUACHITA PARISH F.P.D. #1** on, **DECEMBER 7, 2011** will consist of approximately **110** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>ADMINISTRATION</b>  Knowledge of the principles of effective fire administration, including management theory and organizational behavior; researching, planning, organizing, and directing departmental operations; and personnel management.	10.9%
<b>FIRE RECORDS, REPORTS, &amp; CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, control, format, and retention, and of the information gathering process and procedures for completing required reports or producing required correspondence, including completing necessary sketches and diagrams, in order to document the performance of fire prevention duties.	11.8%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates.	17.3%
<b>PUBLIC RELATIONS</b>  Knowledge of accepted public relations practices in order to interact with other agencies, the media, and with the public in various situations, including public code enforcement, or public fire education activities, and fire prevention activities.	16.4%
<b>FIRE HAZARDS</b>  Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	8.2%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE INVESTIGATION</b>  Knowledge of the procedures for conducting a fire investigation and for determining the cause of a fire, including deciding what may be considered unusual at a fire scene; char and burn patterns; factors affecting fire spread; determination of the point of origin and probable cause of a fire; reconstruction of the fire scene; estimation of loss or damage caused by the fire; law enforcement procedures related to fire investigations; and collection of evidence, including fire scene photography.	22.7%
<b>FIRE CHEMISTRY</b>  Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	8.2%
<b>JUDICIAL &amp; COURTROOM PROCEDURES/COURT TESTIMONY</b>  Knowledge of the judicial system and legal procedures as they relate to fire investigation; of general courtroom and trial procedures; and of recommended courtroom demeanor and testimony.	4.5%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**KIRK'S FIRE INVESTIGATION**, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Introduction to Fire Origin and Cause, 3rd ed., 2005.  
Essentials of Firefighting, 4th ed., 1998.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, NFPA 4<sup>TH</sup> ed, 2008  
**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**OTHER RECOMMENDED PUBLICATIONS:**

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.  
**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**EFFECTIVE PUBLIC RELATION**, 8<sup>th</sup> ed, 2000, Cutlip, Center, and Broom

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.